



Stepladder Pricing Structure Information Sheet

Stepladder Pricing Structure Information Sheet

Introduction

Stepladder Pricing may also be called “Volume Discount Pricing”. In other words, “the more you purchase, the lower the price”. You may create as many pricing structures as needed for a document, but only one pricing structure per CLIN.

Creating the Stepladder Pricing Structure

► To create a Stepladder Pricing Structure:

1. From within a document, select **Document Options → Stepladder Pricing**.
(The **Stepladder Pricing Structure** window opens.)
2. At the **Stepladder Pricing Structure** window, name the pricing structure in the **Description** field.
3. Click the **Pricing Detail [Add]** button to add detail (**From/To Quantity** and **Unit Price**) to a named structure.
4. Click the **[Validate]** button to verify numbering structure and to allow for building new **Pricing Structures**. After validating the Structure, the user may create additional pricing structures for the document by clicking the **[Add]** button under **Pricing Structure**. Click **[OK]**.
3. After the **Pricing Structure** is complete, go to the **Line Item Detail** window and click the **[Associate]** button.
(The **Stepladder Pricing** window opens with one **Associate to Line Item** box checked. Click **[OK]**.)
4. The pricing structure will then be associated to that line item and the **Stepladder Pricing** box in the **Line Item Detail** window will be automatically filled with an “X”.

Note: Pricing changes do not display until the user returns to the *Line Item* Summary tab.
